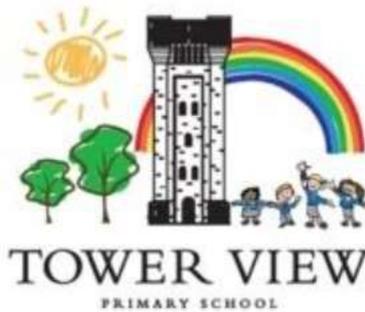


Health, Safety and Wellbeing Policy



The policy has 5 parts;

Part A – Introduction

Part B - The Health and Safety Policy Statement

Part C - Responsibilities (delegation of tasks)

Part D - The detailed arrangements and procedures to reduce risk within the school.

Part E - The Key Performance Indicators.

A. Introduction

This Policy complements (and should be read in conjunction with the Staffordshire County Council Health, Safety and Wellbeing Policy).

The Governing Body will endorse and support the Health, Safety and Wellbeing Policy of Staffordshire County Council and assist the Council to discharge those responsibilities, which it holds as employer.

This policy records the local organisation and arrangements for implementing the Staffordshire County Council policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and Tower View Primary School Governing Body recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

The Governing Body will comply with all relevant health and safety legislation and ensure so far as is reasonably practicable that:

- all places and premises where employees and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational activities elsewhere.)
- all plant and equipment are safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training, and supervision is available and provided to ensure that employees and pupils can avoid hazards and contribute in a positive manner towards their own and others health, safety and wellbeing.
- a healthy working environment is maintained including adequate welfare facilities.

In addition to the above the school will ensure as far as reasonably practicable the health and safety of other non-employees is not adversely affected by its' activities.

Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives form part of this policy. All employees are expected to accept their responsibility to work safely by ensuring that they take reasonable care of their own health, safety, and wellbeing and that of other people who may be affected by their acts or omissions.

The Governors and Headteacher will draw this policy to the attention of all employees, and review annually.

	
<i>Sean Carpenter</i> Chair of Governors/Board	<i>Shaela Good</i> Headteacher/Principal
03.11.2025	03.11.2025

This policy statement and the accompanying organisational arrangements supersede any previously issued.

C. Responsibilities (Delegation of Duties)

The delegation of responsibilities and duties of all employees is detailed in Staffordshire County Council's Health, Safety and Wellbeing Policy – Allocation of General Responsibilities document.

In addition to their general responsibilities:

The **Governing Body** will:

- Provide strategic guidance.
- Consider health and safety related information, statistics and reports.
- Monitor and review health, safety and wellbeing issues.
- Ensure adequate resources for health and safety are available.
- Nominate a Link Governor for Health, Safety and Wellbeing.
- Review and monitor the effectiveness of this policy.

The **Head Teacher** is responsible for implementing this policy and will:

- Promote a positive, open health, safety and wellbeing culture in the school.
- Report key health and safety issues to the Governing Body.
- Seek advice from other organisations or professionals as required.
- Ensure that all employees co-operate with this policy.
- Appoint appropriate persons with areas of responsibility within the school to implement this policy.
- Develop and implement safety procedures.
- Ensure there is a suitable system and process for developing risk assessments and that risk assessments are completed and reviewed on a regular basis.
- Ensure employees have access to appropriate training for their role.

The Caretaker is the nominated **Premises Manager**, and is responsible for the day-to-day operations and maintenance of the buildings, grounds, and equipment. This includes ensuring that statutory inspections of equipment and systems are carried out.

Senior Leaders within the school will support the Head Teacher in their role.

They will:

- Implement and monitor the school's health and safety arrangements.
- Manage any hazardous practices, equipment or building issues and report to the Head Teacher if they remain unresolved.
- Provide a good example, guidance and support to employees on health, safety and wellbeing issues.
- Ensure health and safety inductions are carried out for all employees and keep records of that induction.

The Extended Leadership Team will within their area(s) of responsibility:

- Identify and control hazards.
- Ensure risk assessments are carried out, reviewed at least annually and communicated to employees and pupils.
- Instigate and ensure that safety procedures are developed and adhered ensuring that these are in line with curriculum best practice e.g. Science, Design Technology, PE, etc.
- Maintain current knowledge of specific health and safety legislation and official guidance relevant to the safe delivery of their specialism.
- Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are secured in a safe place.
- Ensure that all incidents (including near misses) are reported promptly and investigated.
- Notify the Headteacher/Senior Leaders of any proposed or impending changes affecting health, safety, and wellbeing such as in room allocation or usage, change of materials/equipment, new activities etc.

Teachers will:

- Carry out regular safety checks of their area of work and report any concerns.
- Contribute to the development of risk assessments.
- Supervise pupils and advise them on how to use equipment safely.
- Maintain current knowledge of specific health and safety issues within their specialisms.

All employees will:

- Comply with the school's health and safety arrangements, including the adherence to risk assessments, health and safety procedures and policies.
- Leave their area of work in a reasonably tidy and safe condition.
- Follow safety instructions when using equipment.
- Report practices, equipment or physical conditions that may be hazardous to their line manager and/or the appropriate employee.
- Follow the accident reporting procedure.

- Contribute to and highlight any gaps in the school's risk assessments and health and safety procedures.

Competent Health and Safety Advice

<i>The school obtains competent health and safety advice from:</i>	<i>John Burdett, Health and Safety Advisor Health, Safety & Wellbeing Service Staffordshire County Council</i>
<i>The contact details are:</i>	<i>Tel: 01785 355777 Mobile: 07773 791520 E-mail: john.burdett@staffordshire.gov.uk</i>
<i>In an emergency we contact: John Burdett</i>	

Monitoring Health and Safety

<i>Name of person(s) responsible for the overall monitoring of health and safety in school:</i>	<i>Shaela Good</i>
<i>Our arrangements for the monitoring of health and safety are:</i>	
<ul style="list-style-type: none"> <i>-H & S is an agenda item at SLT meetings and weekly staff briefing. Additional information shared by email as needed.</i> <i>- Monitoring includes relevant daily, weekly and monthly checks. These are recorded on Sypro; records kept in the office</i> <i>-Accidents are reported using the SCC reporting procedure</i> <i>- H&S is reported to Governors' Logistics Committee meetings</i> 	
<i>The school carries out formal evaluations and audits on the management of health and safety.</i>	
<i>The last audit took place</i>	<i>Date: 25.09.2023 By: Charlotte Evans, Staffordshire County Council Next audit: January 2026</i>
<i>Name of person(s) responsible for monitoring the implementation of health and safety policies</i>	<i>Shaela Good</i>
<i>All employees are made aware of the key performance indicators in part E and how they are monitored.</i>	
<i>Workplace inspections Safety Audit</i>	<i>Name of person(s) who does these</i>

<p><i>Safety Audit</i></p> <p><i>Accident Analysis</i></p> <p><i>H&S meetings minutes (Staff Briefings, phase meetings)</i></p> <p><i>Minutes from meetings where H & S has been discussed.</i></p> <p><i>Performance Management</i></p> <p><i>Wellbeing Survey (Results & Actions)</i></p>	<p><i>Shaela Good, Head Teacher</i></p> <p><i>Nick Donnelly, Caretaker</i></p> <p><i>Avril Harvey, Deputy Head Teacher and Educational Visits Coordinator</i></p> <p><i>Nicky Evans, Bursar</i></p>
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Where specific responsibilities for health, safety and wellbeing are allocated to employees these delegated responsibilities are detailed in Section D below.

D. Health and Safety Management Arrangements

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements.

Further information is available on the SLN <https://education.staffordshire.gov.uk/School-Admin/HealthSafetyWellbeing/Health-Safety-and-Wellbeing-Service.aspx> or consult with your Health and Safety Adviser/Other Specialist Adviser.

1. Accident and Incident Reporting, Recording & Investigation

Our arrangements for recording and investigating:

Follow SCC procedures. Accidents are reported to the Office, Caretaker or a member of SLT, who arrange to carry out a full investigation. We complete an incident log via MyHealth&Safety and submit the form electronically.

Pupil accidents:

Reported to First Aider, class teacher, phase leader, SLT, and/or Office. Accident report forms completed on Medical Tracker in a timely manner and sent to H&S via MyHealth&Safety as necessary.

Reviews of risk assessments, policies and procedures following the accident and staff are informed of the outcomes and recommendations implemented where needed.

Employee accidents:

Reported to First Aider, SLT, Office and Caretaker. Accident recorded in Accident book BI 510. Reported to H&S as required using MyHealth&Safety. Reviews of risk assessments, policies and procedures following the accident and staff

informed of the outcomes and recommendations implemented where needed.

Visitor accidents:

Reported to First Aider, SLT, Office and Caretaker. Accident recorded in Accident book BI 510. Reported to H&S as required using MyHealth&Safety. Reviews of risk assessments, policies and procedures following the accident and staff informed of the outcomes and recommendations implemented where needed.

The person responsible for reporting accidents to the Health and Safety Executive (under RIDDOR) is:

The Head Teacher via MyHealth&Safety. Further advice sought from Health, Safety and Wellbeing Service as needed.

Our arrangements for reporting to the Governing Body are:

Headteacher to inform Chair of Governors of serious accidents as necessary. Reported to Governors in Leadership & Management meetings.

Our arrangements for reviewing accidents and identifying trends are:

Slips, Trips and fall analysis carried out termly and findings reported to staff in staff briefing meetings and to Governors in Finance/Full Governor meetings.

2. Asbestos

<p><i>Name of person responsible for managing asbestos on the school site:</i></p>	<p><i>Shaela Good, Head Teacher Nick Donnolly, Caretaker</i></p>
<p><i>Location of the Asbestos Management Log or Record System:</i></p>	<p><i>Boiler Room Register is reviewed annually by Nick in August and Andrew Richard updates and reviews the register annually in November.</i></p>
<p><i>Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are:</i></p> <p>All contractors are required to sign the Asbestos Register to say they have checked the areas concerned on the site plan and corresponding pages in the register before proceeding with any work on the site.</p>	
<p><i>Our arrangements to ensure all school employees such as class teachers or caretakers have information about asbestos risk on the premises are:</i></p> <p>All staff are given information about asbestos and sign the asbestos register</p>	

annually.	
<i>Employees must report damage to asbestos materials to:</i>	<i>Shaela Good, Head Teacher Nick Donnelly, Caretaker</i>
<i>Employees must not drill or affix anything to walls without first obtaining approval from the person responsible for managing asbestos.</i>	

3. Communication

<i>Name of SLT member who is responsible for communicating with employees on health and safety matters:</i>	<i>Shaela Good, Head Teacher</i>
<i>Our arrangements for communicating about health and safety matters with employees, pupils, visitors, contractors are:</i> Staff Briefing sessions weekly Senior Leadership Team meetings weekly Governor meetings termly Informal communication daily and as appropriate.	
<i>Employees can make suggestions for health and safety improvements by:</i> Staff Briefing sessions weekly Informal communication daily and as appropriate	

4. Construction Work *See also Contractor Management

<i>Name of person coordinating any construction work / acting as Client for any construction project.</i>	<i>Overall – Shaela Good Day to day – Nick Donnelly</i>
<i>Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:</i> 1. To follow the guidelines set out in The Construction (Design & Management) Regulations 2015 2. Ensure that all parties are aware of their roles & responsibilities 3. Seek advice from the SCC H&S adviser and Property Services to ensure the control of contractors is understood by all concerned. 4. A detailed list of Duty Holders with contact details to be obtained.	
<i>Our arrangements for the exchange of health and safety information / risk</i>	

assessments/safe working arrangements/monitoring are:

1. Meetings with the Duty Holders to take place prior to works being carried out.
2. Hazard exchange form to be completed and signed by relevant Duty Holders
3. Asbestos Register to be checked and arrangements made for inspection/survey by SCC/Entrust Asbestos Team, if required as soon as a project has been identified.
4. Risk Assessments & Method Statements to be provided before any works are started.
5. Monitoring of arrangements will be conducted by Office and Caretaker and any issues/concerns will be raised with the relevant Duty Holder and reported to SCC H,S &W Team

Our arrangements for the induction of contractors are:

1. Signing in requirements
2. Site security
3. Accident reporting expectations.
4. Asbestos Register
5. Go through the order/specification for the job and the hazard exchange form
6. Health & Wellbeing – location of facilities, i.e. toilets/staffroom
7. Waste management

Employees should report concerns about contractors to:

Shaela Good, Head Teacher
Nick Donnelly, Caretaker

We will review any construction activities on the site by:

The Headteacher/ Office and Caretaker will review all activities on a daily basis and liaise with the contractors and address any issues arising.

5. Consultation

<i>Name of SLT member who is responsible for consulting with employees on health and safety matters:</i>	Shaela Good, Head Teacher
<i>The name of the Trade Union Health and Safety Representative is:</i>	Kirsty Edkins, NEU Rep
<i>Our arrangements for consulting with employees on health and safety matters are:</i>	
1. Weekly staff briefings – where staff will be informed of H&S issues and they	

can bring their questions/concerns to the meetings.

Employees can raise issues of concern by:

1. Speaking with a member of the leadership team or caretaker
2. Weekly staff briefings – where staff will be informed of H&S issues and they can bring their questions/concerns to the meetings.

6. Contractor Management

<i>Name of person responsible for managing and monitoring contractor activity</i>	Nick Donnelly, Caretaker
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Our arrangements for selecting competent contractors are:

Contractors are selected by following the County guidelines as stated in the Procurement Regulations, Staffordshire Scheme for Financing and 2024 Financial Regulations for schools.

Our arrangements for the exchange of health and safety information / risk assessments/safe working arrangements/monitoring are:

Contractors will liaise with the Office and Caretaker. They will speak to contractors on the arrangements for the induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, name of person responsible for monitoring contractors working methods, how staff should report concerns and who to, liaising with the Councils Strategic Property Team and Entrust Property Services.

Our arrangements for the induction of contractors are:

1. Signing in requirements
2. Site security
3. Accident reporting expectations
4. Asbestos Register
5. Go through the order/specification for the job and the hazard exchange form
6. Health & Wellbeing – location of facilities, i.e. toilets/staffroom
7. Waste management

Employees should report concerns about contractors to:

Shaela Good, Head Teacher
Nick Donnelly, Caretaker

7. Curriculum Areas – health and safety

<i>Name of person who has overall responsibility for the curriculum areas as follows:</i>	Headteacher/ Deputy Headteacher/ Extended Leadership Team/ Office and Caretaker
<i>Risk assessments for these curriculum areas are the responsibility of:</i>	Classroom Teachers are responsible for obtaining risk assessments for activities being carried out in the classroom. Every class has a general risk assessment. Unusual activities for visits etc. then the teacher needs to obtain a risk assessment from the company concerned and speak to a member of the SLT.

8. Display Screen Equipment use (including PC's, laptops and tablets)

<i>The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for any employees using this type of equipment continuously and regularly for over an hour.</i>	
<i>Our arrangements for carrying out DSE assessments are:</i>	
<i>Name of person who has responsibility for carrying out Display Screen Equipment Assessments:</i>	Technician, Will Arkesden
<i>DSE assessments are recorded, and any control measures required to reduce risk are managed by:</i>	Nicky Evans, Bursar

9. Early Years Foundation Stage (EYFS)

<i>Name of person who has overall responsibility for EYFS:</i>	Lisa Beckett, EYFS Lead <i>This responsibility is currently delegated to Rachel Holford as Lisa is on maternity leave.</i>
<i>Our arrangements for the safe management of EYFS are:</i>	
There is an EYFS general classroom risk assessment in place, held in Staff Share with copy in EYFS and Staff room. The EYFS Lead to ensure that all checks both internal and external checks are carried out on a daily basis. Any concerns should be brought to the attention of the Caretaker or SLT at the earliest opportunity.	

10. Educational visits / Off-Site Activities

<i>Name of person who has overall responsibility for Educational Visits</i>	Shaela Good, Head Teacher
<i>The Educational Visits Coordinator is</i>	Avril Harvey, Deputy Head Teacher
<i>Our arrangements for the safe management of educational visits are:</i>	
<p>The school follows SCC guidelines for school trips. The school uses the Evolve system for recording trips taking place. SCC ratios are adhered to and a first aider attends each trip. There is an Educational Visits folder on SharePoint and contains the Educational Visits Policy. Staff must obtain permission from the Headteacher before committing the school to any expense. Any arrangements should be provisional until permission is granted. Consent forms MUST be obtained from the parent/carer. No consent form will result in the child not going on the trip. For further help/guidance please speak to the EVC.</p>	

11. Electrical Equipment [fixed & portable]

<i>Name of person responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:</i>	Nick Donnelly, Caretaker
<i>Fixed electrical wiring test records are located:</i>	Boiler Room
<i>All employees are required to visually inspect electrical equipment before use.</i>	
<i>Our arrangements for bringing personal electrical items onto the school site are:</i>	
<p>The maintenance company will carry out annual PAT testing and keep the relevant records. Staff must not bring into school any personal electrical items. If they do then they must notify the Caretaker so that the item can be PAT tested. Fixed electrical items are inspected on a 5 year cycle and this is carried out by a professional electrical contractor provided by the local authority.</p>	
<i>Name of person responsible for arranging the testing of portable electrical equipment (PAT):</i>	Nick Donnelly, Caretaker
<i>Name of person responsible for defining the frequency of portable electrical equipment (PAT) testing:</i>	Nick Donnelly, Caretaker

<i>Portable electrical equipment (PAT) testing records are located:</i>	Boiler Room
<i>Employees must take defective electrical equipment out of use and report to:</i>	Nick Donnelly, Caretaker
<i>The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested.</i>	

12. Emergency Preparedness

<i>Name of SLT member who is responsible for developing and maintaining the school's response to major risks Business Continuity Plan (BCP).</i>	Shaela Good, Head Teacher
<i>Our arrangements for communicating emergency arrangements to all employees are:</i> Teams (Microsoft Office) and/or Email	

13. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

<i>Name of competent person responsible for undertaking and reviewing the fire risk assessment in addition to any associated action planning:</i>	Shaela Good, Head Teacher Nick Donnelly, Caretaker
<i>The Fire Risk Assessment is located</i>	School Office Health and Safety Folder on SharePoint
<i>The Fire Risk Assessment is shared with other employers who share the site.</i>	Winshill Pre-School
<i>When the fire alarm is raised the person responsible for calling the fire service is: (include out of hours arrangements)</i>	Nicky Evans, Bursar Out of Hours: Nick Donnelly, Caretaker
<i>Name of person responsible for arranging and recording of fire drills:</i>	Nick Donnelly, Caretaker, with Shaela Good, Head Teacher

<i>Name of person responsible for creating, communicating and reviewing Fire Evacuation arrangements:</i>	Nick Donnelly, Caretaker
<i>Our Fire Evacuation Arrangements are displayed:</i>	In each classroom and public space
<i>Our Fire Marshals are:</i>	Nick Donnelly, Caretaker Avril Harvey, Deputy Head Kerry Lewis, HLTA Nicky Evans, Bursar
<i>Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Logbook located at:</i>	Boiler Room
<i>Name of person responsible for training employees in fire procedures:</i>	Shaela Good, Head Teacher with Nick Donnelly, Caretaker
<i>Employees awareness of the Fire Procedures in school is repeated annually and practiced termly.</i>	

14. First Aid *see also Medication

<i>Name of person responsible for carrying out the First Aid Assessment:</i>	Shaela Good
<i>The First Aid Assessment is located:</i>	Main School Office
<i>First Aiders are:</i>	Kirsty Copley, School Office Kerry Lewis, EYFS HLTA Sharon Stewart, TA & OPAL Lead Lorraine Brown, Play Team Katie Kelly, Family Support
<i>Name of person responsible for arranging and monitoring First Aid Training</i>	Nicky Evans, Bursar
<i>Location of First Aid Box(es):</i>	First aid kits are stored in: <ul style="list-style-type: none"> • All classrooms • Reception lobby • Year 2 lobby • Main Reception lobby

	<ul style="list-style-type: none"> • OOSC Portable First Aid Kits (BumBags) are stored: • Reception class • 1PM cupboard • Y2 lobby cupboard (x6)
<i>Name of person responsible for checking and restocking first aid box(es):</i>	<i>Name</i>
<i>Arrangements on how to summon an ambulance in an emergency are:</i> Contact the school office who will contact the Emergency Services	
<i>Our arrangements for dealing with an injured person who has to go to hospital are:</i>	
<i>Pupils</i>	<ul style="list-style-type: none"> • First aider instructs an ambulance to be called. First aider to remain with the pupil at all times. • Office staff call the emergency services. • Office staff to contact the parent and give details of the accident and inform that emergency services have been called. • If parent cannot come to school, then either the first aider or another member of staff will accompany the child to hospital and remain with the child until their parents arrive.
<i>Employees</i>	<ul style="list-style-type: none"> • First aider instructs an ambulance to be called. First aider to remain with the member of staff at all times. • Office staff call the emergency services. • Head teacher/Deputy Head teacher contact the next of kin and give details of the accident and

	<p>inform that emergency services have been called.</p> <ul style="list-style-type: none"> • A member of staff will accompany the member of staff to hospital and remain with them until their next of kin arrives.
<i>Visitors</i>	<ul style="list-style-type: none"> • First aider instructs an ambulance to be called. First aider to remain with the visitor at all times. • Office staff call the emergency services. • Head teacher/Deputy Head teacher contact the visitor's company/organisation (if applicable, or next of kin if at all possible and give details of the accident, and inform that emergency services been called. • A member of staff will accompany the visitor to hospital and remain with them until their next of kin arrives
<p><i>Our arrangements for recording First Aid provided are:</i></p> <p>Medical Tracker</p> <p>Accidents are reported using SCC H&S portal - MyHealth&Safety by the Office and Caretaker</p>	

15. Forest School

<i>Name of person in school who leads on Forest School activity:</i>	Kerry Lewis and Linda Foster
<p><i>Our arrangements for developing, organising and running Forest School activity.</i></p> <p>Our arrangements for developing, organising, and running Forest School activity. Include here any details with regard to risk assessment, communication, and supervision etc.</p> <p>Risk Assessment is in place and is reviewed on a regular basis or following an</p>	

incident.

16. Glass & Glazing

<i>All glass in doors and side panels are constructed of safety glass</i>

<i>All replacement glass is of safety standard</i>
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<i>A glass and glazing assessment took place in (year) and the record can be found</i>	<i>Date and Location</i>
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17. Hazardous Substances (COSHH)

<i>Name of person responsible for carrying out risk assessment for hazardous substances (COSHH Assessments):</i>	Nick Donnelly, Caretaker
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Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are:

The school uses CLEAPPS as a resource and access this information is available.

The school follows the guidelines as set out by SCC.

- If staff need to bring into school or require to use a hazardous substance then they MUST not use the product until the Office and Caretaker has obtained a COSHH data sheet and where necessary issued a Risk Assessment for the product. Instructions for use, who by and what supervision is required if the substance is being used by children. The product will then be added the list of substances that are permitted to be used in school.
- Depending on the substance, included in the risk assessment will be the required storage requirements. All hazardous substance must be kept out of the reach of children and where possible be kept in a secure cupboard.
- Where appropriate, once the substance has been used then it must be given to the Caretaker so that the remaining substance can be disposed of correctly in accordance with the instructions on the data sheet.

18. Health and Safety Law Poster

<i>The Health and Safety at Work poster is displayed:</i>	Staffroom, cleaners cupboard and kitchen.
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19. Housekeeping, cleaning and waste disposal

All employees and pupils share the responsibility for keeping the school site clean, tidy and free from hazards.

Our waste management arrangements are:

Through Rainbow Waste

Contractors engaged in work on the site are responsible for the removal of any waste generated.

If any special arrangements are to be made e.g. the removal of asbestos then the site technician will liaise with H&S at Stafford and seek advice.

Our site housekeeping arrangements are:

General classroom waste is to be placed in the waste bins provided and will be taken away by the contracted cleaners at the end of each day. If a lot of waste is being generated, then bin bags are available from the office.

During holiday periods, then staff are responsible for taking their waste to the bins provided, located in the car park

Site cleaning is provided by:

Glen Group through the SLA

Name and contact details

01234 404242

Cleaning employees have received appropriate information, instruction and training about the following and are competent:

Use of equipment and hazardous substances.

Work equipment: Hoovers, Buffer

Hazardous substances: Assessments are located in the cleaner's cupboard and plant room and substances are in locked cabinet in cleaning cupboard/boiler room.

Waste skips and bins are located away from the school building.

Our arrangements for disposing of waste and the location of waste bins and skips are communicated to employees and pupils via assembly and staff briefing.

Employees in all Depts. who generate waste (e.g.catering/cleaning/curriculum areas) must be aware of the risk assessments and control measures in place for their role.

20. Infection Control

Name of person responsible for managing

Shaela Good, Head Teacher

<i>infection control:</i>	
<i>Our infection control arrangements (including communicable diseases/hand hygiene standards) are:</i>	
The school follows the guidelines set out by SCC, advice is sought from H&S at Stafford when necessary. There are adequate hand wash facilities and hand sanitiser dispensers located all around the school. The communicable disease folder is kept in the front office as an easy reference guide.	

21. Lettings

<i>Name of Premises Manager or member of Leadership team responsible for Lettings</i>	Shaela Good, Head Teacher with Nicky Evans, Bursar
<i>Our arrangements for managing Lettings of the school/rooms or external premises are:</i>	
The Hirer complies with all Health & Safety procedures set out by the school. Fire drills are completed on a termly basis.	
<i>The health and safety considerations for Lettings are considered and reviewed annually.</i>	
<i>Hirers must have in place their own risk assessments, first aid arrangements/ fire procedures and emergency procedures.</i>	
<i>Hirers are responsible for obtaining the necessary local authority licenses for their activities and these must be provided to the school on request.</i>	
<i>Hirers must provide a register of those present during a letting upon request.</i>	

22. Lone Working

<i>Our arrangements for managing lone working are:</i>
Lone working will be kept at a minimum. Should there be an occasion for lone working then the Headteacher will decide if there is a requirement for this to happen. Safe working practices/rules for staff who work alone, contact arrangements, risk assessments etc. will be discussed on an individual basis.

23. Maintenance / Inspection of Equipment (including selection of equipment)

<i>NOTE Types of equipment to consider in this section:</i>

Ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers.
*This section **must include** the arrangements for school kitchens.*

<i>Name of person responsible for the selection, maintenance / inspection and testing of equipment:</i>	Shaela Good, Head Teacher, with Nick Donnelly, Caretaker
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<i>Records of maintenance and inspection of equipment are retained and are located:</i>	Boiler Room
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<i>Employees report any broken or defective equipment to:</i>	Nick Donnelly, Caretaker
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The equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of testing, inspection and maintenance if requested.

24. Manual Handling

<i>Name of person responsible for carrying out manual handling risk assessments:</i>	Nick Donnelly, Caretaker
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Our arrangements for managing manual handling activities are:

- All staff have a copy of the manual handling policy and staff are aware that they must ask the caretaker to move heavy items/furniture.
- Staff must inform Office and Caretaker ,so that the risk can be assessed and arrangements made.

Employees must be aware of the requirement to avoid hazardous manual handling and carry out risk assessment where the task cannot be avoided.

Employees who carry out manual handling must be aware of the manual handling risk assessment and the control measures in place for the task.

Employees are trained appropriately to carry out manual handling activities.

Where people handling takes place an Individual Manual Handling Plan must be in place and communicated to all parties (including where appropriate the young person/their parents/carers/support employees).

25. Medication

<i>Name of person responsible for the management of and administration of medication to pupils in school:</i>	Kirsty Copley, Office
<i>Our arrangements for the administration of medicines to pupils are:</i> As per and recorded on Medical Tracker	
<i>The names members of employees who are authorised to give / support pupils with medication are:</i>	Kirsty Copley, Office
<i>Medication is stored:</i>	In the main school office
<i>A record of the administration of medication is located:</i>	on Medical Tracker
<i>Pupils are not currently able to administer and/or manage their own medication in school.</i>	
<i>Employees are trained to administer complex medication by the school nursing service when required.</i>	
<i>Our arrangements for administering emergency medication (e.g. Asthma inhalers/Epi pen) are:</i> Only trained first aiders/support staff administer such medication. Medication is administered in line with the child's care plan. A copy of the plans are on Medical Tracker.	
<i>Employees who are taking medication must keep their personal medication in a secure area in a employees only location.</i>	
<i>Employees must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.</i>	

26. Personal Protective Equipment (PPE) (links to Risk Assessment)

<i>PPE is provided free of charge where a risk assessment identifies this is needed to control a risk and the risk cannot be controlled by another means.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective</i>	Nick Donnelly, Caretaker

<i>equipment (PPE) for school employees:</i>	
<i>Name of person responsible for the checking and maintenance of personal protective equipment provided for employees:</i>	Nicky Evans, Bursar
<i>PPE provided for use in curriculum lessons is not “personal” as it is provided by pupils in classroom situations.</i>	
<i>Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for pupils:</i>	Avril Harvey, Deputy Head Teacher
<i>All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary.</i>	
<i>Name(s) of person responsible for cleaning and checking pupil PPE.</i>	Class Teacher or TA

27. Radiation

<i>Name of the school Radiation Protection Supervisor (RPS):</i>	N/A
<i>Name of the Radiation Protection Adviser (RPA):</i>	N/A
<i>Our arrangements for managing any radon gas emissions due to the school’s location and local geology are: N/A</i>	

28. Reporting Hazards or Defects

<i>All employees and pupils must report any hazards, defects, or dangerous situations they see at school.</i>
<i>Our arrangements for the reporting of hazards and defects:</i> Any hazards/concerns/defects are reported to a member of the SLT, Office, or Caretaker.

29. Risk Assessments

The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to employees, pupils and other who may be exposed to the risk.

Risk assessments are in place for the following areas:

- Premises (internal & external) and grounds
- Curriculum / classrooms/Hall/Family room
- Hazardous activities or events
- Lettings or contract work which may affect staff or pupils in the school/academy
- Fire Risk Assessment
- Hazardous Substances
- Work Equipment
- Manual handling activities
- Risks related to individuals e.g. health issues

Name of person who has overall responsibility for the school risk assessment process and any associated action planning:

Shaela Good

Our arrangements for carrying out, recording, communicating and reviewing risk assessments are:

- Communicating with staff at meetings, briefings or by e-mail
- Records kept in the form of minutes, e-mail trail
- Once reviewed if necessary amended risk assessments issued to staff, or updates issued by email

Appropriate training is provided for employees who are creating, reviewing or implementing risk assessments.

When an accident or incident occurs a post incident risk assessment is developed when a new hazard has been identified and/or new additional controls are needed.

Risk assessments are created or reviewed when something new is introduced or a change has occurred.

30. Smoking

No smoking or vaping is permitted on site or in vehicles owned or operated by

the school or state locations where it is allowed.

31. Shared use of premises/shared workplace

<i>Name of Premises Manager or member of Leadership team responsible for Premises Management</i>	Shaela Good
<i>The school premises are shared with another organisation</i>	Winshill Pre-School
<p><i>Our arrangements for managing health and safety in a shared workplace are:</i></p> <p>Regular checks by site team</p> <p>Open communication with externally employed staff to resolve any new/ arising issues.</p>	

32. Stress and Employees Well-being

<i>Name of person who has overall responsibility for the health and wellbeing of school employees:</i>	Shaela Good
<p><i>All employees have responsibility to take care of their own health and wellbeing and the school supports employees to do this by implementing the following arrangements:</i></p> <p>Staff will complete a Staff Wellbeing Survey to identify concerns each Spring.</p> <p>PPA is managed so that colleagues can work from home</p> <p>Access to StaffCare and My Staff Shop</p> <p>1:1 sessions to allow staff to air their views/concerns in confidence with any of leadership team</p> <p>Solutions to stress hazards and suggestions on how to minimise are identified, discussed and communicated regularly</p>	
<p><i>Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and communicated.</i></p>	
<p><i>All employees have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work.</i></p>	
<p><i>Individual stress risk assessments take place when a member of employees requires additional individual support.</i></p>	

*A team stress risk assessment has been completed involving all employees and this is reviewed regularly. **Date Completed / reviewed***

33. Swimming Pool Operating Procedures (where applicable)

<i>Name of person who has overall responsibility for managing the swimming pool and it's environment.</i>	N/A
<i>Our arrangements for carrying out suitable swimming pool management are: (include minimum supervision standards, reference to operating procedures, how to summon assistance in emergency, what to do if problem identified with pool water quality, supervision in changing areas, max numbers of swimmers, conditions of hire to outside organisations, first aid provision, training plant operators):</i>	
<i>Employees operating the swimming pool have received appropriate training and information.</i>	
<i>Emergency procedures are in place for the use of the swimming pool and all employees who supervise swimming activities are trained appropriately in these procedures.</i>	
<i>The health and safety considerations within curriculum swimming must be planned, supervised and managed by employees who include this in their lesson planning.</i>	

34. Training and Development

<i>Name of person who has overall responsibility for the training and development of employees:</i>	Shaela Good, Head Teacher
<i>All new employees receive an induction which includes health and safety, fire procedures, first aid and emergency procedures.</i>	
<i>Our arrangements for carrying out suitable and sufficient health and safety training for all employees are:</i> <ul style="list-style-type: none"> • Using the training matrix to identify training (Nicky Evans). 	

<ul style="list-style-type: none"> • Book training • Monitor & share training in staff briefings, meetings • Review any relevant risk assessments and share with staff concerned 	
<p><i>The school has a health and safety training matrix to help in the planning of essential and development training for employees.</i></p>	
<p><i>Training records are retained and are located: School Office</i></p>	
<p><i>Training and use of new competency training/skills is monitored and measured by:</i></p>	<p>Shaela Good, Head Teacher</p>

35. Vehicles owned or operated by the school

<p><i>Name of person who has overall responsibility for school vehicles:</i></p>	<p>N/A</p>
<p><i>The school operates the following vehicles: e.g minibus/coaches/cars/other vehicles (e.g. quad bikes/ride on mowers).</i></p>	<p>N/A</p>
<p><i>Name of person who manages the driver medical examinations:</i></p>	<p>N/A</p>
<p><i>Name of person who manages the vehicle license requirements:</i></p>	<p>N/A</p>
<p><i>Name of person who undertakes vehicle checks such as oil, water and routine roadworthiness:</i></p>	<p>N/A</p>
<p><i>Name of person who arranges servicing and maintenance of our vehicles:</i></p>	<p>N/A</p>
<p><i>Our arrangements for the safe use of school vehicles are: N/A</i></p>	

36. Vehicle movement on site

<p><i>Name of Premises Manager responsible for the management of vehicles on site</i></p>	<p>Nick Donnelly</p>
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Our arrangements for the safe access and movement of vehicles on site are:

- Staff /visitors using the car park are required to park in an allocated space.
- Staff/visitors must close the gate from the car park to the pedestrian area
- Staff/visitors should comply with the speed restrictions on approaching the school and be aware that pedestrians could be using the footpath. Cars must not be parked/block the pavement area outside the school or the neighbours' drives.
- Caution should be taken when leaving the car park especially at key times e.g. start of the school day, lunchtime and home time., and after school club times.
- Deliveries made to the site during the day or usually made via the pedestrian gate, however some are made via the car park
- Any issues arising from parking issues that cannot be resolved by the school are brought to the attention of the Borough Council Highways department and the local police force.

37. Violence and Aggression and School Security

The school provides a place of work which is designed and managed to minimise the risk of violence and aggression to employees, pupils and visitors.

A risk assessment is carried out where employees are at increased risk of injury due to their work.

Training, information, and instruction is available to employees to help them manage the risk of violence and aggression where required.

Employees and pupils must report all incidents of verbal & physical violence to:

A member of the Senior Leadership Team

Incidents of verbal & physical violence are investigated by:

Shaela Good, Head Teacher
Avril Harvey, Deputy Head Teacher
Katie Kelly, Family Support Worker

Name of person who has responsibility for site security:

Shaela Good, Head Teacher

Our arrangements for site security are:

All staff, parents and visitors enter the site either via the carpark or pedestrian gates and sign in upon arrival.

There are currently key codes for all entrances.

Parents and visitors to the site sign in at reception and read the safeguarding

notice and are issued with a visitor lanyard.
 Site staff unlock and lock the site at the beginning and end of the day.
 Alarm system is monitored and there is CCTV.

38. Water System Safety

<i>Name of Premises Manager responsible for managing water system safety.</i>	Nick Donnelly, Caretaker
<i>Name of contractors who have undertaken a risk assessment of the water system</i>	Entrust
<i>Name of contractors who carry out regular testing of the water system:</i>	Entrust
<i>Location of the water system safety manual/testing log</i>	Boiler Room
<p><i>Our arrangements to ensure contractors have information about water systems are:</i> All records are made available and access where required e.g. previous water check records, plans, asbestos register.</p>	
<p><i>Our arrangements to ensure all school employees carrying out checks or testing or maintenance have information about the water system:N/A</i></p>	

39. Working at Height

<i>Name(s) of person responsible managing the risk of work at height on the premises:</i>	Nick Donnelly, Caretaker
<i>Work at height is avoided where possible.</i>	
<p><i>Our arrangements for managing work at height are :</i></p> <ul style="list-style-type: none"> • All rooms have instructions for the safe use of ladders/step stools • Staff are instructed to inform the Caretaker if they have any need to work at height. They are told not to take unnecessary risks. 	

- Only use the steps/ladders/stools provided by the school which meet the required safety standards

Appropriate equipment is provided for work at height where required.

Employees who carry out work at height are trained to use the equipment provided

Work at height equipment is regularly inspected, maintained and records are kept: in the Boiler Room

40. Work Experience

Name of person who has overall responsibility for managing work experience and work placements for school pupils.

Chloe Anstice, Class Teacher, with the support of Avril Harvey, Deputy Head Teacher

Our arrangements for assessing potential work placements, arrangements for induction and supervision of our students on work placement are:

- Liaise with the students' education provider to identify any special requirements/needs prior to the start date.
- Inform the Bursar of any requirements needed i.e. risk assessments, special access, individual needs.

The name of the person responsible for the health and safety of people on work experience in the school premises:

Avril Harvey, Deputy Head Teacher

Our arrangements for managing the health and safety of work experience students in the school are:

- Bursar to go through the induction process and get the student to sign the induction paperwork and keep on file.
- DHT will issue them with a timetable and assign a mentor. The mentor will be informed of any special requirements.
- The DHT will monitor and review the arrangements as required.

41. Volunteers

<i>Name of person who has overall responsibility for managing/coordinating volunteers working within the school:</i>	Avril Harvey, Deputy Head Teacher
<i>Volunteers are considered as a member of employees and all health and safety arrangements including induction and training apply.</i>	

E. Performance Indicators

It is important that our school leaders, governors, and managers can monitor the health and safety performance of our school to determine where progress is being made and where further actions and resources may be required.

- Submissions from yearly Safety Audit
- Yearly Accident Analysis
- Minutes of Logistics Committee Meetings
- Minutes from departmental meetings, where health and safety is discussed.
- Results of staff surveys undertaken in school.
- *The Health Safety and Wellbeing Service may also request feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.*